Pleanáil | Quick Start

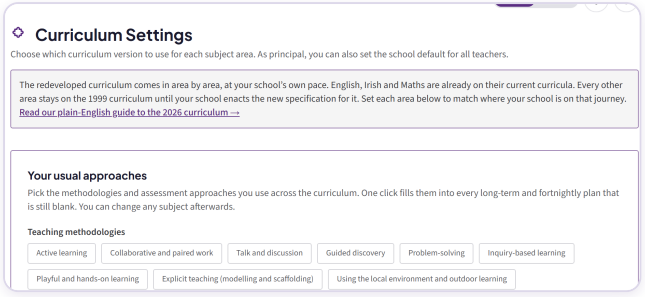
Tick the Learning Outcomes you are teaching and your plans, Cúntas Míosúil and long-term plans assemble from the curriculum. Six steps from a new account to a printed folder.

1 Set your curriculum → 2 Plan your year → 3 Plan your next block → 4 Add your subjects → 5 Done → Cúntas → 6 Print your folder

1 Set your curriculum (once)

My Curriculum Setup, in the left menu

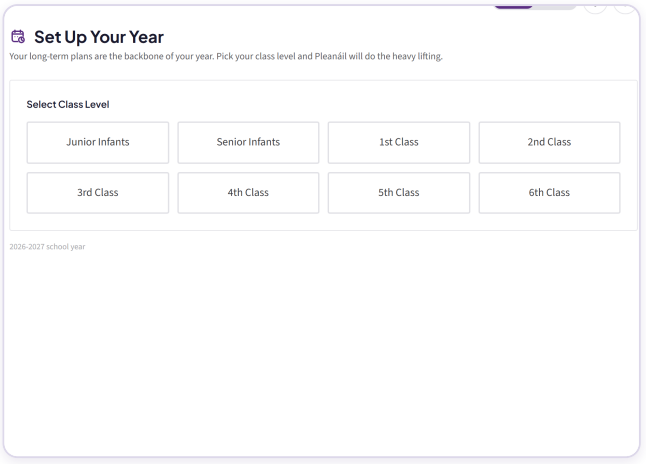
Each area is 1999 or redeveloped; set it to match your school. Your own choice overrides the school default. Tick **Your usual approaches** and press **Apply to my subjects**: every blank methodology and assessment field fills in.



2 Plan your year

Home → Plan my year

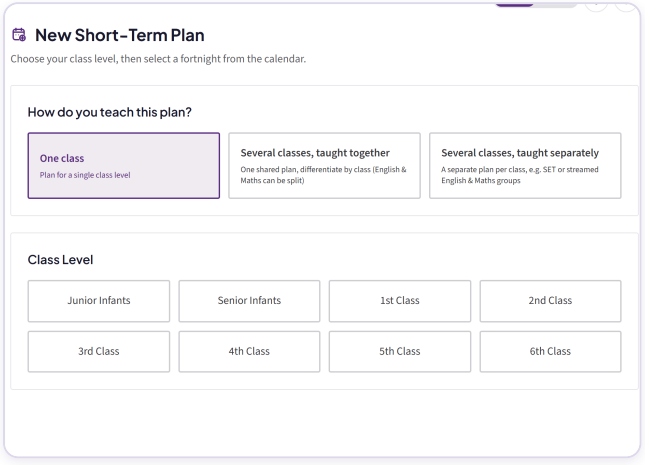
Pick your class; same-stage classes (3rd and 4th) share one plan. **Quick setup all 8 →** drafts every subject with your class's outcomes; open each and tick the ones you will prioritise.



3 Plan your next block

Home → Plan my next block

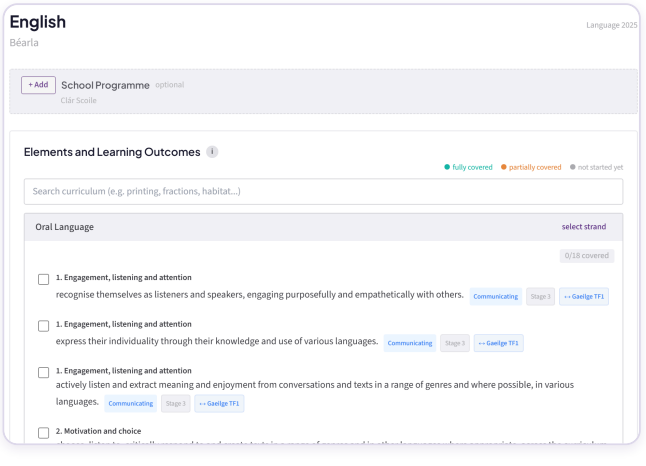
One class, or several taught together or separately. Choose **Weekly**, **Fortnightly** or **Monthly**, click your dates in the calendar, then **Create Plan →**.



4 Add your subjects

Add Subject, straight after Create Plan

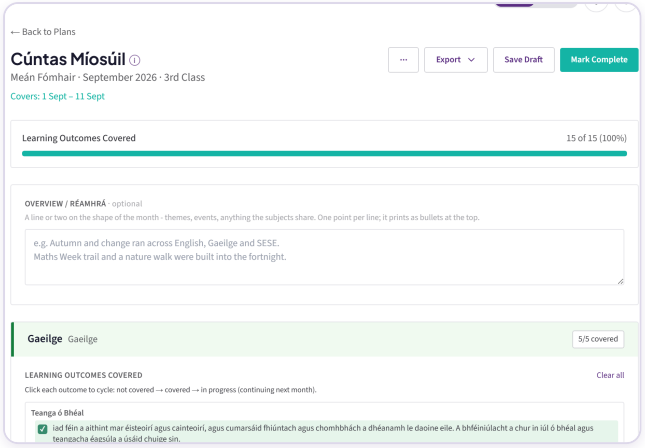
Pick a subject card and tick the Learning Outcomes you are teaching; the search box finds any outcome. Suggestion chips fill focus, experiences, assessment and methodologies in a tap. ✓ **Save Subject**; the rest autosaves.



5 Mark it Done, build your Cúntas

The plan page, then My Plans → Cúntas Míosúil

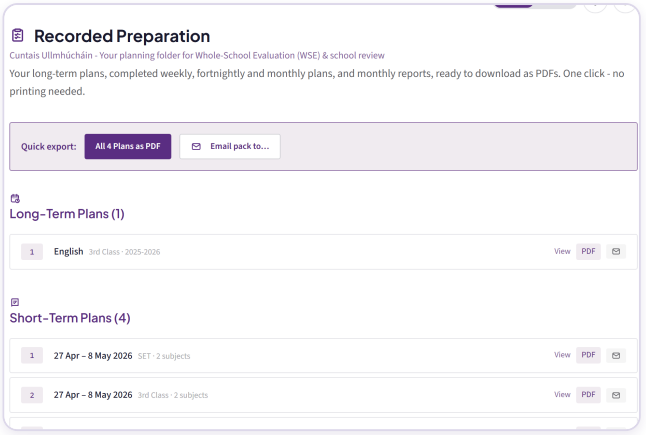
Press the green **Done** button once a plan is taught. On the Cúntas tab, tick the month's plans and create: click each outcome to cycle **not covered → covered → in progress**, add Work Covered and a Reflection, then **Export → PDF**.

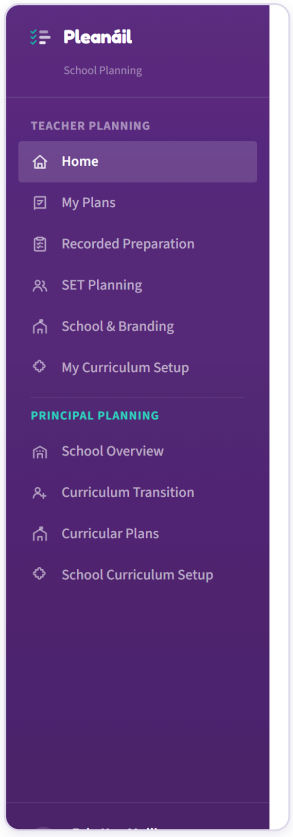


6 Print your folder

Any plan, and Recorded Preparation in the left menu

Every plan has an **Export** menu: PDF, Word and Print View, with the print options beside them. **Recorded Preparation** gathers the lot, ready for WSE, a school review or your principal. Add your school's crest once in School & Branding and it prints on everything.





Where everything lives

Home - the six planning jobs, with the next sensible step marked "Start here".

My Plans - everything you create, in five tabs: Weekly, Fortnightly, Monthly, Long Term, Cúntas Míosúil. Last year's plans keep safe in the year archive.

Recorded Preparation - your printable planning folder, document by document or all at once.

SET Planning - group-level support planning, with its own guide on pleanail.ie/guides.

School & Branding - your school's name and crest on every printout.

My Curriculum Setup - curriculum versions per area, and your usual approaches.

English / Gaeilge - the toggle at the top right switches the whole app, printouts included.

Good to know

Autosave: plans save as you type

Weekly plans suit Droichead and NQTs

Multigrade: plan once, differentiate by class

Pictures attach to a subject and print on the plan

At a Glance: one-page summary on multi-subject printouts

In progress outcomes carry into next month's Cúntas

Try it: the demo school at pleanail.ie/login/demo resets itself

Full guides in English and As Gaeilge: pleanail.ie/guides